

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, DECEMBER 12, 2002  
8:15 A.M.**

Commissioners Present: Bob Workman, Chair  
Bernie Heier, Vice Chair  
Kathy Campbell  
Larry Hudkins  
Ray Stevens

Others Present: Deb Schorr, District 3 Commissioner-Elect  
Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:18 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY,  
NOVEMBER 21, 2002 AND TUESDAY, NOVEMBER 26, 2002**

**MOTION:** Heier moved and Hudkins seconded approval of the Staff Meeting minutes of November 21, 2002 and November 26, 2002. Hudkins, Heier and Workman voted aye. Stevens abstained from voting. Campbell was absent from voting. Motion carried.

Campbell arrived at 8:19 a.m.

**2 ADDITIONS TO THE AGENDA**

- A. Nationwide Proxy (Exhibit A)
- B. Microcomputer Requests (Exhibits B & C):
  - 1. C#2002-404, \$1,001.70 from County Engineer's Budget for Pentium IV and Related Hardware
  - 2. C#2002-405, \$329.30 from County Attorney's Budget for a Mobile Printer

- C. Hiring Requests from Lancaster Manor (Exhibit D):
  - 1. Building Cleaner
  - 2. Cook I
- D. Representation on Mayor's Public Safety Committee

**MOTION:** Stevens moved and Heier seconded approval of the additions to the agenda. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**ADDITIONS TO THE AGENDA**

- A. Nationwide Proxy (Exhibit A)

**MOTION:** Stevens moved and Heier seconded to authorize Kerry Eagan, Chief Administrative Officer, to sign the proxy for Nationwide. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

- B. Microcomputer Requests (Exhibits B & C):
  - 1. C#2002-404, \$1,001.70 from County Engineer's Budget for Pentium IV and Related Hardware

**MOTION:** Campbell moved and Stevens seconded approval. Hudkins, Workman, Heier, Campbell and Stevens voted aye. Motion carried.

- 2. C#2002-405, \$329.30 from County Attorney's Budget for a Mobile Printer

**MOTION:** Hudkins moved and Heier seconded approval. Hudkins, Heier, Campbell, Stevens and Workman voted aye. Motion carried.

- D. Representation on Mayor's Public Safety Committee

Hudkins will serve as the County Board's representative on the committee.

**3 COMMISSIONER MEETING REPORTS**

- A. Community Mental Health Center Advisory Committee (11/20/02) - Stevens

No report.

- B. Lancaster Manor Advisory Committee (11/21/02) - Hudkins

Hudkins said a crack in the brickwork has been repaired. He noted that another crack was recently discovered.

- C. Board of Health (11/12/02 and 12/10/02) - Hudkins

No report.

- D. Joint Budget Committee (11/22/02) - Campbell, Stevens

Campbell said Commissioner Stevens will be the next Chair.

- E. Families First & Foremost (F<sup>3</sup>) Conveners (11/25/02) - Heier

Previously reported.

- F. Lincoln Independent Business Association (LIBA) Monthly Meeting (11/26/02) - Campbell, Hudkins

Campbell said impact fees were discussed.

- G. Ecological Advisory Committee (12/03/02) - Campbell

No report.

- H. Nebraska Association of County Officials (NACO) Board of Directors (12/03/02) - Workman

Workman said legislative priorities were discussed.

- I. Parks & Recreation Advisory Board (12/05/05) - Campbell

Deb Schorr, District 3 Commissioner-Elect, said the Antelope Valley Project was discussed.

- J. Railroad Transportation Safety District (RTSD) (12/09/02) - Hudkins, Workman and Stevens

Workman and Stevens reported on a study of Southwest 40<sup>th</sup> Street that indicated the road should remain open and have an overpass.

K. Public Building Commission (12/10/02) - Campbell, Hudkins

Campbell said the Public Building Commission has received five proposals for the Courtyard Café in the County/City Building. She also reported that: 1) A vending operation request was held; 2) Policies relating to space heaters and aquariums were discussed; and 3) A draft of the 10 Year Master Plan was tentatively approved.

L. Monthly Meeting with Mayor Wesely (12/10/02) - Heier, Stevens

Stevens said the City Law Department believes statutory changes will be necessary for rural addressing within the City's three-mile zoning jurisdiction.

Stevens also relayed his dissatisfaction with the selection process for a new Lincoln Area Agency on Aging Director.

**MOTION:** Campbell moved and Heier seconded to send a letter to Mayor Wesely encouraging him to complete the selection process, utilizing the Aging Director Search Committee.

The maker and seconder withdrew their motion, at Commissioner Stevens' request.

Stevens said he will personally relay his concerns to Mayor Wesely.

**4 HICKMAN LIBRARY** - Carol Connor, Library Director; John Dale, Assistant Library Director; Darrell Podany, President of the Library Board of Trustees

Carol Connor, Library Director, and Darrell Podany, President of the Library Board of Trustees, reported on a request from the Hickman Library Advisory Committee for additional library services within that community, noting the following:

- \* The City of Hickman is forming a foundation to gain support for a library and swimming pool and is discussing those possibilities with the Nebraska Community Foundation.
- \* A downtown location is proposed, with a seven mile service area.
- \* The Hickman Library Advisory Committee has a collection of quality children's books available.
- \* Staff support and library collections are requested.

Connor said a Lincoln City Libraries' branch cannot be located within the City of Hickman, but said an interlocal agreement may be an option.

Connor noted that the City of Hickman has a new Mayor and several new City Council members and said she is not sure what impact those changes will have to the proposal.

Hudkins expressed concern with setting a precedent.

The Board suggested that further information be sought on financing and whether the request has the support of the new administration.

**5 HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA) CONSULTANT REQUEST FOR PROPOSALS (RFP)** - Diane Staab, Deputy County Attorney; Gwen Thorpe, Deputy Chief Administrative Officer

Diane Staab, Deputy County Attorney, recommended advertising the Request for Proposals (RFP) for a Health Insurance Portability & Accountability Act (HIPAA) consultant and sending it to a list of vendors, including the two consultants that Douglas County used and The Kearney Group, LLC.

In response to a question from Workman, Staab said Sarpy County may be interested in piggy-backing on the contract. She also said the City will likely contribute to costs related to assessment of the Lincoln/Lancaster County Health Department.

**MOTION:** Stevens moved and Campbell seconded to authorize the HIPAA Steering Committee to proceed with issuing an RFP for a HIPAA consultant. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**6 PENDING AND POTENTIAL LITIGATION** - Mike Thew, Chief Deputy County Attorney; Diane Staab and Doug Cyr, Deputy County Attorneys; Georgia Glass, Personnel Director

**MOTION:** Hudkins moved and Heier seconded to enter Executive Session at 9:18 a.m. for discussion of pending and potential litigation and asked that Deb Schorr, District 3 Commissioner-Elect, remain in the room. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

**MOTION:** Stevens moved and Hudkins seconded to exit Executive Session at 10:04 a.m. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

**7 REDUCTION IN FORCE POLICY** - Georgia Glass, Personnel Director;  
Pat Kant, Personnel Coordinator; Diane Staab, Deputy County Attorney

Diane Staab, Deputy County Attorney, reviewed a draft of Reduction-In-Force Procedures for Unrepresented, Classified Employees (Exhibit E).

The Board scheduled action on the December 17, 2002 Board of Commissioners Meeting agenda.

**8 BUDGET UPDATE** - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, reviewed the following documents (Exhibit F):

- \* Budget Review Comments
- \* November 30, 2002, Report of Revenues Estimated and Actual, Percent of Year Remaining = 58.33%
- \* Lancaster County, Register of Deeds Fees
- \* Lancaster County, Inheritance Tax Collections
- \* November 30, 2002, Lancaster County, Report of Obligations Versus Budget, Percent of Year Remaining = 58.33%
- \* November 30, 2002, Lancaster County, Payroll Costs Compared to Budget, Percent of Year Remaining = 57.85%
- \* Memorandum from the Public Defender Regarding Workload
- \* Indigent Legal Costs, Lancaster County
- \* Memorandum from Jim Walkenhorst, Systems Project Manager, Regarding Management Information System (MIS) Planning for the Community Mental Health Center

**MOTION:** Hudkins moved and Campbell seconded to authorize Information Services to proceed with MIS consultative services for the Community Mental Health Center, at a cost not to exceed \$7,500. Stevens, Campbell, Workman, Heier and Hudkins voted aye. Motion carried.

Campbell suggested moving negotiations with the bargaining units up and talking to the elected officials and department heads about vacancies within their departments.

Glass said the City has a Hiring Review Committee that reviews all hiring requests and recommended that the County consider forming a similar committee.

Workman said programs and services also need to be looked at.

Stevens suggested that consideration be given to what statutory changes may be necessary to facilitate reductions. He also suggested formation of a committee to look at programs and identify those that the Board may want to consider for reductions.

Campbell recommended that the Board seek advice from the Budget Monitoring Committee and have a plan of action in place by January 30, 2003.

**MOTION:** Hudkins moved and Heier seconded to direct Kerry Eagan, Chief Administrative Officer, and Gwen Thorpe, Deputy Chief Administrative Officer, to prepare a list of agencies and functions funded by the County and to indicate which are mandated and which are discretionary. Hudkins, Workman, Heier, Stevens and Campbell voted aye. Motion carried.

Campbell noted there is a County Attorney's opinion that addresses the issue.

**ON CALL:** Hudkins, Workman, Heier, Stevens and Campbell voted aye. Motion carried.

The Board asked Kroeker to draft a letter to elected officials and directors asking them to prepare proposals for 3% and 5% reductions, based on this year's budget, and to indicate the impact to operations. The letter will recommend that consideration be given to privatization, reductions in services and elimination of programs.

The Board also scheduled a discussion of budget priorities on January 14, 2003 at 10 a.m.

## **9 ACTION ITEMS**

A. Set Date for Mid-Year Budget Retreat

The Board scheduled the Mid-Year Budget Retreat on January 30, 2003.

B. Hiring Requests:  
1. Building Cleaner and Cook I at Lancaster Manor  
2. Clerk Typist I at Corrections

**MOTION:** Campbell moved and Hudkins seconded approval of Items 2C1, 2C2, 9B1 and 9B2. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

- C. Temporary Closure of 112<sup>th</sup> Street Just North of "A" Street on the Night of January 25, 2003 During the Move of the Old Leavitt Farmhouse

Larry Worrell, County Surveyor, appeared and distributed a list of special provisions (Exhibit G).

**MOTION:** Hudkins moved and Campbell seconded to authorize the County Attorney to develop a contract with the hauler, in consultation with the County Engineer and County Surveyor.

Stevens expressed concern regarding the timing of the move.

**ON CALL:** Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

- D. County Board Comments for Final Report, *Women's Voices*

Workman indicated that he had made changes to the draft that was included in the agenda packet (Exhibit H).

**MOTION:** Campbell moved and Hudkins seconded to authorize the Chair to submit the statement with those changes. Heier, Hudkins, Workman, Stevens and Campbell voted aye. Motion carried.

- E. Microcomputer Requests:
  - 1. C#2002-387, \$2,270.29 from Drug Court Grant for a Pentium IV and Related Hardware/Software
  - 2. C#2002-395, \$5,592.18 from Families First & Foremost (F<sup>3</sup>) Budget for Three (3) Pentium IV's, 17" Monitors, Software, Etc.

**MOTION:** Heier moved and Campbell seconded approval. Hudkins, Heier, Workman, Stevens and Campbell voted aye. Motion carried.

## **10 ADMINISTRATIVE OFFICER REPORT**

- A. 2003 Legislative Priorities

The Board reviewed a draft of 2003 Lancaster County Legislative Priorities (see agenda packet).

**MOTION:** Hudkins moved and Stevens seconded to add delay the sale of delinquent taxes by one year to the list of legislative priorities. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

B. Pension Consultant Contract

Eagan reviewed a proposal from Segal Advisors to provide additional consulting services for the Lancaster County Retirement Plan (see agenda packet). He said a contract will be brought forth for Board review.

C. Professional Development Luncheon

Board consensus was to decline sponsorship of a Professional Development Luncheon, due to budget constraints.

D. Chief Deputies Salaries

The Board will review the elected officials' recommendations at the December 19, 2002 Staff Meeting.

E. Health Insurance Consultant

Georgia Glass, Personnel Director, appeared and said although the performance of the team from Marsh USA, Inc. (insurance consultant) has improved, the intent has been for the City and County to proceed this year with a Request for Proposals (RFP) for an insurance consultant.

Workman asked whether the work can be performed in-house.

Glass said she will review the last RFP and the scope of services and assess whether any of the work can be performed internally.

F. Ceremony and Reception for Newly Elected Officials

The Board scheduled the swearing-in ceremony for 8:30 a.m. on Thursday, January 9, 2003, to be followed by a reception. The Board cancelled the Management Team meeting scheduled for that date and rescheduled the Staff Meeting for 10 a.m.

G. Public Officials' Bonds

Eagan distributed copies of Lancaster County Bonds (Exhibit I).

Board consensus was to set all of the public officials' bonds at \$25,000.

- H. City Luncheon for Lincoln Legislative Delegation (Thursday, December 12, 2002, 12 p.m., at the Embassy Suites, 1040 "P" Street)

Kerry Eagan, Chief Administrative Officer, and Gordon Kissel, Legislative Consultant, plan to attend the luncheon.

- I. Lincoln Electric System (LES) Surplus Real Property

The Board asked Eagan to seek a recommendation from Don Killeen, County Property Manager.

- J. County Board Staffing and Office Remodel

Board consensus was to schedule discussion of the possibility of a shared receptionist position with the City Council on a City-County Common agenda.

- K. Request from Kit Boesch, Human Services Administrator, for County to Pay Food Expenses for Meeting with Warren Cook, Coordinator of Adult Offender Services, on December 12, 2002 at the "F" Street Recreational Center

Eagan said the attendees will be responsible for their own food expenses.

### **RETURNING TO ITEM 8**

Norm Agena, County Assessor, appeared and asked what services the Board would like to see cut from his budget, as the majority of his department's work relates to the Board of Equalization process.

The Board asked Agena to prepare a list of services and related costs.

## **11 ADJOURNMENT**

**MOTION:** Stevens moved and Campbell seconded to adjourn the meeting at 12:25 p.m. Campbell, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

---

Bruce Medcalf  
County Clerk